

## **Submitting a Bill Draft Request A Checklist for Legislators**

A bill drafter must translate the objectives and proposed policies of the requesting legislator into clear, concise, and unambiguous language. To do this, the drafter needs information from the requesting legislator.

Legislative Council rules require that all bill drafting requests:

- ! be specific as to what the legislator wishes to accomplish; and
- ! outline the method that will achieve what the legislator wishes to accomplish.

The Executive Director or the Director of the Legal Services Office may return a request to the legislator for more information.

The following questions are designed to help a legislator prepare a valid bill draft request.

- ? What exactly is the problem to be solved? If applicable, what are the undesired effects of the current law?
- ? Who has experienced the problem?
- ? What results are desired?
- ? What is the proposed solution to the problem?
- ? What action should the government take to solve the problem? Do you know of existing statutes that should be changed to achieve your proposed solution?
- ? Is there a document or "draft bill" prepared by a citizen, agency, lobbyist, or any other entity that may serve as a model or provide guidance for your bill? Provide a copy if you have one. (You may request that Legislative Services Division staff make a copy and return the original to you.)
- ? Is there legislation from another state that may serve as a model for your bill? Provide a copy of the legislation if you have one. If you are aware of any information that will help to find the legislation (state, date, bill or law number), provide this information.
- ? Is the proposed solution based on an idea that you heard or read about? Provide any reference information that you are aware of. Where did you hear or read about it? Do you have a copy of an article that you can provide?
- ? Does the solution require additional money for implementation? How should the money be raised or from what existing source should it come? (Mandates to local governments must authorize a source of funding.)

Prospective requesters who are not prepared to answer these questions may ask for information from research analysts or attorneys of the Legislative Services Division or may request that a resolution requesting an interim study be drafted.

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